

TO: United States District Judge/Magistrate Judge

DATE: \_\_\_\_\_

NAME AND ADDRESS OF REQUESTING ATTORNEY:

\_\_\_\_\_  
\_\_\_\_\_

SUBJECT: **Advance Authorization for Expert, Investigative, or Other Services  
(non-capital case)**

It is requested that advance authorization be granted to obtain services in an amount in excess of the maximum allowed under the provisions of the Criminal Justice Act, 18 U.S.C. § 3006A(e)(1)(A) (i.e., \$300), as follows:

Name of case and file number: \_\_\_\_\_

\_\_\_\_\_

Name and address of expert, investigator, or other service provider: \_\_\_\_\_

\_\_\_\_\_

Type of service (e.g., investigative, accounting, chemical analysis, psychiatric):

\_\_\_\_\_

Explain what it is about this case that makes these services necessary or helpful: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Give a specific description of what you expect the expert, investigator, or other service provider to do to help you prepare your case, stating how much time you expect the service provider to spend completing each assigned task: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe in specific detail what you hope to accomplish by retaining these services, giving a precise description of the nature of the evidence and/or testimony you hope to develop as a result of the requested expenditure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State why the attorney cannot perform these services without retaining an expert, investigator, or other service provider:<sup>1</sup> \_\_\_\_\_

Describe your efforts to obtain the services of the expert, investigator, or other service provider at a lower cost: \_\_\_\_\_

If the expert, investigator, or other service provider is not from the community where court will be held, describe your efforts to obtain these services locally: \_\_\_\_\_

How much has already been expended on experts, investigators, and other service providers in this case:

\$ \_\_\_\_\_

Estimated additional cost for the requested services:

\$ \_\_\_\_\_

Estimated **total amount** of both the amounts already expended on experts, investigators, and other service providers in this case, and the additional cost for the requested services:

\$ \_\_\_\_\_

I certify that estimated compensation in excess of the maximum set forth in 18 U.S.C. § 3006A(e)(1)(A) appears necessary to provide fair compensation for services of an unusual character or duration in this case, and therefore recommend approval of this advance authorization for all investigators, experts, and other service providers in the **total amount** of:

\$ \_\_\_\_\_.

\_\_\_\_\_  
United States District Judge  
(or Magistrate Judge)

\_\_\_\_\_  
Date

<sup>1</sup>It is not sufficient to cite time constraints. Also, investigators and other experts should not be retained to perform the duties of an attorney or paralegal. For example, no one should be retained to review discovery, organize documents, review transcripts, or act as a liaison with the client.